



RULES OF CONDUCT FOR CIVILIANS

Directive 5 - 101

Date of Issue: July 2013 Amends/Cancels: Chapter V Sec 1

I. PURPOSE

The purpose of this Directive is to establish and promulgate rules of conduct for all civilians of the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

- A. It is the policy of the DGS-MCP that all civilian employees shall comply with the rules of conduct as herein stated, with the additions and amendments to these rules that may be promulgated and with all other orders, directives, and regulations either verbal or written, which may be issued by competent authority. The violation of any rule of conduct, procedure, regulation, or lawful order, whether written or verbal, subjects the violator to disciplinary action.
- B. Ignorance of the rules, procedures, regulations and orders governing DGS-MCP civilian employees is not justification for any such violation. Civilian employees shall be responsible for their own acts and may not transfer to others their responsibility for executing or failing to execute any lawful order or police duty.

III. DEFINITION

- A. For the purpose of this Directive, civilian employee(s) refers to:
 - 1. Security Officers
 - 2. Police Communication Operators
 - 3. Civilian Administrative /Clerical Staff
 - 4. Civilian Members of the Security Card Processing Center

IV. PROCEDURES

- B. An employee may be disciplined for engaging in any of the following actions:
 - 1. Being negligent
 - 2. Engaging in intentional misconduct, without justification , which injures another person, causes damage to property, or threatens the safety of the workplace;

3. Being guilty of conduct that has brought or, if publicized, would bring the State into disrepute.
4. Being unjustifiably offensive in the employee's conduct toward fellow employees, wards of the State, or the public;
5. Violating a provision of State Personnel and Pensions Article, Title 2, Subtitle 3; Title 15 or §9-607; Annotated Code of Maryland
6. Stealing of State property with a value of \$300.00 or less;
7. After notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
8. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
9. Causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
10. Willfully making a false official statement or report;
11. Knowingly assisting another in conduct that is a violation of State Personnel and Pensions Article, Annotated Code of Maryland, the regulations in this chapter, or any other lawful agency policy;
12. Violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination.
13. Engaging in discrimination prohibited by law;
14. Using leave contrary to law or policy; or
15. Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the State.

C. The actions in Section A of this Directive are in addition to the automatic causes for termination enumerated in State Personnel and Pensions Article, §11-105, Annotated Code of Maryland.

D. Before an employee can be disciplined for conduct-related reasons, the appointing authority shall:

1. Notify the employee of the misconduct and provide an explanation of the employers evidence
2. Investigate the alleged misconduct

3. Meet with the employee, unless the employee is unavailable or unwilling to meet;
4. Consider any mitigating circumstances;
5. Determine the appropriate disciplinary action, if any, to be imposed; and
6. Give the employee written notice of the disciplinary action to be taken and the employee's appeal rights, and inform the employee of the effective date of the disciplinary action.

E. Unless otherwise provided by law, an appointing authority shall take each of the actions required in Section D of this regulation within the time limits provided in the State Personnel and Pensions Article, §11-106, Annotated Code of Maryland.